

## Seville Township Library Board Minutes

### Annual Meeting

March 5, 2024

The meeting was called to order at 4:32 pm ET. Present were board members: Sharon Stebelton, Allison Dunlap, Becky Fleury, Judy Zimmerman, Randy Bard, and Library Director Justine Peterson. Absent was board member Renee Shaver.

- a) Call to Order
- b) By-Laws – Review and Update
  - a. Amendment – update removing the wording “certify all bills” from the president description under Officers. Motion by Judy, Second by Randy. APPROVED
- c) Board Members
  - a. No reported demographic updates.
- d) Budget Adjustments Fiscal Year 2023 – 2024
  - 1. Under Professional & Contracted Services: move \$50 from Legal into Co-Op
  - 2. Under Technology: move \$100 from Mobile Beacon Hotspot into Tech Services
  - 3. Under Supplies: move \$100 from toner/paper to Book Supplies
  - 4. Under Utilities: move \$100 from Electric/Gas into Trash
  - 5. Under Meetings/Transportation: move \$50 from Continuing Education into Travel
- e) Budget Fiscal Year 2024 - 2025
  - a. **Salary Discussion:** Last raises occurred March 2023. State Min Wage is Currently at: \$10.33/ Cost of Living increase projected at 3.3%.
    - i. Library Director, Justine Peterson
      - 1. 2021 - 2022 hourly wage: \$14.30; 5 days PTO
      - 2. 2022 – 2023 hourly wage: \$15.20; 5 days PTO; **BONUS** 5 additional days personal leave
      - 3. 2023 – 2024 hourly wage: \$16.50; 5 days PTO, **BONUS** 5 additional days personal leave
      - 4. 2024 – 2025 hourly wage: \$17.50/hour; 5 days PTO, **BONUS** 5 additional days personal leave
    - ii. Library Clerk, Mara Winn
      - 1. 2021 - 2022 hourly wage: \$11.10; 3 days PTO
      - 2. 2022 – 2023 hourly wage: \$11.50; 3 days PTO
      - 3. 2023 – 2024 hourly wage: was updated during the regular board meeting dated 1/3/2023 to \$13.03/hour to accommodate upcoming State minimum wage increases. Increase to \$13.10; 3 days PTO.
      - 4. 2024 – 2025 hourly wage: \$13.60/hour; 3 days PTO
    - iii. Substitute, Sherry Swope
      - 1. 2021 – 2022 hourly wage: N/A
      - 2. 2022 – 2023 hourly wage: \$10.25
      - 3. 2023 - 2024 hourly wage: \$10.25

4. 2024 - 2025 hourly wage: \$10.50 – budgeted at 4 hr/wk, or 208 hr/year

Motion by Sharon with support Becky from to approve salaries as described above. **APPROVED**

Motion by Randy with support from Becky to approve the 2024 - 2025 budget (attached).  
**APPROVED**

**Motion** by Sharon with support from Randy to adjourn at 5:49 pm ET. **Approved.**